

Policies and Procedures
Policy Series 4000 – Community Relations

Public Access to District Records

The Olympia School District is dedicated to operating in an open and accessible manner and in full compliance with the Washington State Public Records Act, a law that the Legislature enacted to ensure that government is open and that the public has a right to access appropriate records and information possessed by state agencies.

The district will afford full access to public records concerning the administration and operations of the district in accordance with the Public Records Act. Public access to district records shall be afforded according to procedures adopted by the superintendent.

As used in this policy and the accompanying procedure, “district records” includes any writing containing information relating to the conduct of the district or the performance of any district governmental or proprietary function prepared, owned, used, or retained by the district regardless of physical form or characteristics. A “writing” as used in this policy and procedure means any handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication or representation. Included within these definitions are digital and electronic forms of communication, including emails, texts or messages through any medium or application, pages, postings and comments from any District-operated or district-sponsored website. The district will retain and make available public records in compliance with state law and regulations.

Because of the tremendous volume and diversity of records continuously generated by the district, the Board has declared by resolution that trying to maintain a current index of all of the district’s records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the district. Additionally, the Board hereby finds that it would be unduly burdensome to calculate the costs of producing public records, given the multiple different electronic and manual devices used to produce public records, as well as the fluctuating costs of district supplies and labor.

The superintendent will develop procedures to implement this policy. The superintendent will also appoint a Public Records Officer who will serve as the point of contact for members of the public who request the disclosure of public records. The Public Records Officer will authorize

the inspection and copying of records. The Public Records Officer will be trained in the laws and regulations governing the retention and disclosure of records, and shall oversee the district's compliance with this policy and state law.

Cross References 3231 and 3231P – Student Records
OSD Resolution 454 No Public Records Index to Be Maintained (Per
RCW 42.56.070(4)), Adopted August 24, 2009.

Legal References RCW 5.60.060 Privileged communications
RCW 13.04.155(3) Notification to school principal of conviction,
adjudication, or diversion agreement — Provision of information to
teachers and other personnel — Confidentiality.
RCW 26.44.030(9) Reports — Duty and authority to make — Duty of
receiving agency — Duty to notify — Case planning and consultation —
Penalty for unauthorized exchange of information — Filing dependency
petitions — Investigations — Interviews of children — Records — Risk
assessment process.
RCW 28A.605.030 Student education records — Parental review —
Release of records — Procedure.
RCW 28A.635.040 Examination questions — Disclosing — Penalty.
Chapter 40.14 RCW Preservation and destruction of public records
Chapter 42.56 RCW Public Records Act
WAC 392-172A-05180 - 05245 Rules for the provision of special
education
20 U.S.C. 1232g Federal Education Rights Privacy Act (FERPA)
34 CFR Part 99 Federal Education Rights Privacy Act (FERPA)
20 U.S.C. 1400 § 617 Individuals with Disabilities Education Act (IDEA)
42 U.S.C. 1758(b)(6) School Lunch Programs
34 CFR § 300.610 and 34 CFR § 303.402—Assistance to states for the
education of children with disabilities
45 CFR Part 164 — Security and Privacy

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Olympia School District
Olympia, WA